1. An **annual School Fee itemised invoice** will be posted to all families in January each year. These fees include such things as tuition, some stationery, textbook hire, excursions and school camps (except the Year 10 trip). Please note that where a child does not attend an excursion or school camp that the costs of these are **not refundable**. This invoice will also include an annual North Canberra Christian Education Association fee and the optional Building Fund Donation.

2. **Parent Involvement Program (PIP)** levy is charged for uncompleted PIP and will be calculated according to the PIP register after the close date (in November, Week 6 Term 4), **then invoiced and payable before the end of Term 4**. Unless a previous arrangement is discussed with the bursar, PIP will be charged per parent for split families (where the parent resides in Canberra) and will be considered as part of Emmaus School fees owing.

3. The school offers a **number of payment options** to suit the financial circumstances of each family. These are:
   a) Payment for the year in full (a 5 per cent discount will be applied if paid by the beginning of Week 2 of Term 1);
   b) Payment for each term by the end of week 1 of that term;
   c) Payment Authority by direct debit or credit card on a regular basis, structured to pay off the year’s fees (and any opening outstanding balance) by the end of the school year.

4. Every term a Fee Statement will be issued (even if your account is in credit). You are encouraged to check this statement and contact the Bursar if there are any discrepancies or queries. Your Fee Statement will show:
   a) The closing balance carried forward from the previous statement;
   b) Any payments you have made up until the end of the previous term; and
   c) Any miscellaneous credits or charges for items not included in the school fees (eg musical instrument hire).

5. **Unless a Payment Authority to pay by regular instalments or notification that the full year will be paid by Friday Term 1 Week 2, is submitted to the Bursar, fees are to be paid by the end of week 1 of each term.**

6. We understand that unexpected short-term financial difficulties may arise and if this occurs it **is your responsibility to contact the Bursar in a timely fashion to discuss your fees and arrangements.**

7. Fees not paid on time or payment plans not upheld by you may incur a **$50 administration fee for time spent debt collecting** through letters or telephone calls. If unexpected circumstances arise **please contact the Bursar early to avoid** the possibility of incurring this fee.

8. All Credit Card payments, either over-the-counter or on direct debit, **incur a 1% surcharge.**

9. A **sibling discount of 25%** will be allocated on the total student tuition fee for families with four or more children enrolled at Emmaus Christian School.

10. If fees continue to remain outstanding despite all efforts, no communication has been made by you, no arrangements have been entered into or arrangements agreed have not been upheld by you, account details will be forwarded to a Collection Agency / Debt Default Register.

11. **The school board will be advised of continued non-payment and enrolment in the school may be terminated.**

12. **One term’s notice is required for withdrawing any student** otherwise a term’s fees will be charged and payable.